

MINUTES

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

WORKFORCE PROFICIENCY PANEL

February 21, 2000

Minute No. 1

Call to Order

Jim Edwards, Chair, called the meeting of the Workforce Proficiency Panel to order.

Minute No. 2

Roll Call and Determination of a Quorum

It was established there was a quorum present. Panel members present were James Edwards (Chair), Jerry Seager (Secretary), Mike Hayes, Marianetta Blackwell, Kathy Sutton, B. J. Bischoff, and Ronald Christ. Members absent were Johnny Alderman and James Pittman.

Minute No. 3

Consideration of the December 20, 1999 Minutes, Document 99-6 Workforce Proficiency Panel Meeting

Panel member Hayes moved that the Minutes of the December 20, 1999 meeting be approved. Seconded by Panel member Sutton; unanimously carried. (Copy filed with official Minutes.)

Action: **Approved Minutes**

Minute No. 4

Discussion Item: Industry-Based Certificates for Workforce Certification

Terry Fields, Director, Technical Education, introduced Pat Vercauteren, Director, Business and Information Development to explain the role his section has with Incumbent Workers and Certificates of Technical Achievement.

Mr. Vercauteren handed out brochures to the Panel and members of the audience on the Advance Indiana program. Public Law 38 has been put into a program called Workforce Investment Now. This program is for companies with at-risk factors. There is \$1 million available through the Workforce Investment Boards. This money is for clusters of companies with like needs. The first team of 17 companies was approved for \$100,000 on February 16, 2000 in the Richmond area for machine trades. The state legislature approved \$6.5 million dollars last year for education and trade from the Penalty and Interest Fund. Companies can be awarded up to \$200,000. The required outcomes for all grants are: GED, apprenticeship status, college degree, and widely recognized certification. Certificates of Technical Achievement are considered widely recognized. As of today, through our training programs and outcomes, we have 3,141 CTAs that companies have stated they

would have for their employees. Most of these CTAs are the core CTAs which are the minimum accepted from a company.

Patti Yount, Liaison, External Affairs, added that there are seven regional developmental specialist working with Mr. Vercauteren and the Workforce Investment Boards. The regional developmental specialists work with their counterparts at the Department of Commerce. These specialists also work with companies to put together grant packages.

Mr. Fields shared the Systems Approach to Workforce Certification in Indiana information with the Panel. (Copy filed with official Minutes.) The first step is to identify the requirements of the business, such as, reducing scrape, absenteeism, etc. Once a company has started this process, the goal is to improve what the company is doing. The assessment process starts, corrective action plan, then the issuance of certificates based on job performance. Once the initial assessment has been completed then the company can be re-evaluated on the new items the company would like to have corrected. There are three areas in the certification process. These are: individual specific; company specific; and national skill standards which will be approved by the Panel in future meetings. The core is a building block in itself since the company can continue improving areas in the core. Currently, DWD is looking for human resources to meet the needs of the companies. Mr. Fields will get a current list of employer contacts to the Panel. Discussion on the incumbent worker certification followed.

Mr. Fields also shared an Accounts Receivable Report dated February 11, 2000 with the Panel. (Copy filed with official Minutes.) This report reflects the companies which staff are currently working with in the incumbent worker project. The report reflects the status at thirty, sixty, and ninety-day increments. Job Task Analysis for some companies includes the Core, while other companies need an in-depth detailed Job Task Analysis for certain jobs. Contracted staff start with the Job Task Analysis at a company, then write a scenario to fit this. The company must agree and sign the scenario before an assessment may be done on the employee(s). The companies' contact persons work with the Workforce Development Center staff to let them know they are interested in using the CTA process. One of the most important objectives is to identify more Workforce Development staff who will assist in the Job Task Analysis at these companies and the assessment of their employees. All Workforce Development offices statewide will be asked if they have individuals that would qualify to assist with the process. If training is needed, it will be given at the company. DWD is planning on employing persons who have previous job task analysis experience, but may need refresher workshops. DWD is receiving several calls every week from companies interested in the CTA process. Discussion on the Incumbent Worker Certificates followed.

Chair Edwards suggested making a copy of the scenario with an attached sheet of the core for each of the Panel members. Mr. Fields will also have the website for Building Linkages at the next Panel meeting.

Minute No. 5

Discussion Item: Marketing Report

Mr. Fields reported on marketing efforts that included upgrading a power point demonstration that will be shown at the next Panel meeting. Also, developing a video for the incumbent worker side of the Certificates of Technical Achievement. Currently, all notebooks, brochures, blank certificates have been re-ordered. Discussion on marketing efforts followed.

Minute No. 6

Discussion Item: Results

Mr. Fields gave an update on the 1996-2000 Progress Summary. (Copy filed with official Minutes.) This report shows the school to work areas which have been active in the certification process and the areas in which we need to concentrate our efforts to increase the certification process. Discussion on the 1996-2000 Progress Summary Report followed. Mr. Fields also stated Department of Education is holding a Business Professionals of America conference in which over 150 business students will be assessed and receive Certificates of Technical Achievement. Also, in April there will be a Health Occupations conference held in which over 100 students will be assessed and receive certificates.

Minute No. 7

Decision Item: Consideration of State or National Certification Systems Endorsement

Mr. Fields gave an update on the nominations for State/National Systems Endorsement. Currently we have 41 nominations for 33 different certifications. Staff is in the process of reviewing these nominations to see if they meet the criteria established by the Panel. At the next Panel meeting, state and national certifications will be presented for approval.

Panel member Bischoff asked if staff could develop a grid for nominations as they are received. This grid could rank the nominations according to criteria and be received by the Panel before the next Panel meeting. This may make the selection process more efficient. Discussion on the certification systems followed.

Minute No. 8

Discussion Item: Other Business

Mr. Fields announced the resignation of Chair Edwards. Chair Edwards stated he is going to be working with the education and incumbent worker sides of the initiative in southern Indiana. Chair Edwards invited the Panel to attend a certification workshop. Currently all scenarios are being pulled together to make a bank of scenarios for each proficiency. Chair Edwards will bring a copy of the Business Support Scenario Bank to the next Panel meeting. Chair Edwards thanked the commission and audience for their dedication above and beyond the initiative.

The Panel commended Chair Edwards for the dedication he has shown to the initiative.

Patti Yount reported on the Workforce Investment Board Leadership Conference on April 19 at the Westin Hotel in Indianapolis. The purpose of this conference is to bring the 16 WIBS together to do training as to Indiana's vision to the Workforce Investment Act. All Panel members will receive a registration for this conference.

Minute No. 9

Adjournment

There being no further business to come before the Panel, Chair Edwards declared the meeting adjourned.

Date_____ Chair_____ Secretary_____